



Approve Expense Reimbursement

Step 1

Approvers will receive an e-mail indicating that they have a form to approve.

From the CalATERS web site at http://www.sco.ca.gov/calaters_global.html Under Global Sign In, click CalATERS Global.

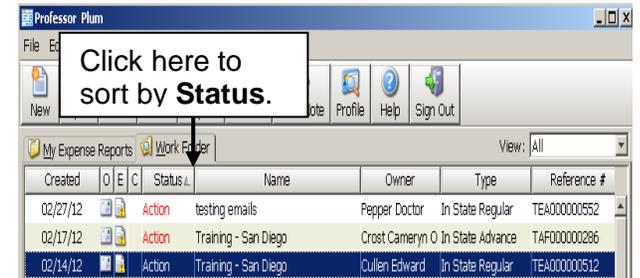


Step 2



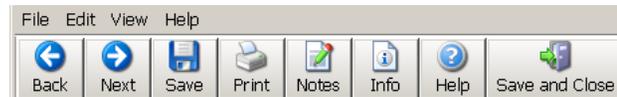
Key User ID and Password.
Click **Logon**.

Step 3



From the work queue, open (double click on) an Expense Reimbursement form that has a status of **Action**.

Step 4 Information

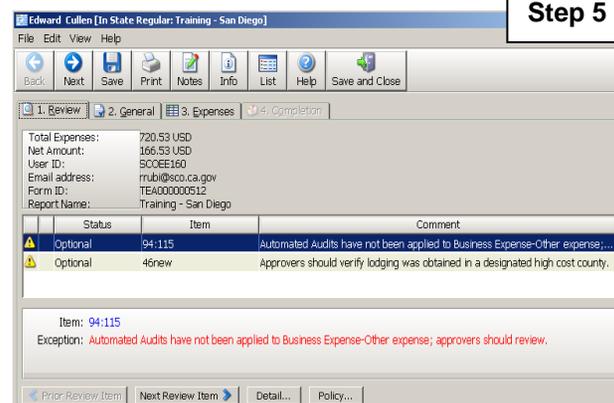


At any point during the review of the form, you may exit and save changes. Click **Save and Close**.



Click **Yes** to save changes.

Step 5



Tab **1. Review** displays expense items that require prior approval, exceed an expense limit, or require mandatory review. Click **Next Review Item** to view each message. Use **Detail...** and **Policy...** to obtain additional information.
Click **2. General**.

Profile

Step 6 Information



By default, expenses are charged to coding indicated in the employee's Profile. To view Profile, click **Edit**, then **Profile**.

Charge by individual expense item is selected when expenses are to be charged to different coding.

Charge by percentage/amount of total expense report is selected when total amount of expenses is to be divided and charged to multiple account coding combination.

Click **3. Expenses**.



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Step 7

Expenses should be reviewed; amounts can be reduced. If button displays, the expense is a review item.

Click tab 4. Completion

Step 8

Receipt	Date	Amount	Expense
Yes	01/02/12	91.51	Lodging
Yes	01/03/12	90.51	Lodging
Yes	01/04/12	90.51	Lodging
Yes	01/02/12	75.00	Auto/Car Rental
Yes	01/02/12	100.00	Business Expense - Other

Additional tabs may display:

Receipts – *** Lists required receipts ***.

Travel Advance Recovery – Lists outstanding Travel Advances available for recovery.

Summary – Summary of total claim, travel advance scheduling and reimbursement.

Review each tab, and then click 8. Approve / Return

Step 9

I hereby certify that:

- 1) I am authorized by my department to approve expense reimbursement requests; and
- 2) the expense(s) contained herein were incurred and in the conduct of official State business and were authorized and in keeping with the applicable rules for expense reimbursement requests.

Buttons:

Buttons:

This screen is used to approve or return an Expense Reimbursement. It can also be used to add an additional approver. To add an approver click and **Look Up** approver's last name. Click **Ok** to add approver.

Step 10

At the **Approve/Return** screen, key your password and click one of the following:

Approves the form and moves the form to the next approver or accounting.

Returns the form to the employee or previous approver for corrections or additional information. You must key a return reason. CalATERS sends an e-mail notifying the person that the form has been returned.

Step 11

Reason:

Buttons:

When an adjustment is made on tab 3. **Expenses**, the **Adjustment Reason** box will display. Key a reason e.g., See Note Log.

CalATERS will generate an e-mail to the employee, notifying the employee of the adjustment.